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3 July 1978

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : DCI Request for Comments on Employee Suggestions

In response to recent employee suggestions, the Director would like to be advised of the following:

- What would be required to obtain more circuits to install additional secure phones in OTS to alleviate security concerns there?
- The feasibility of establishing an objective to reduce the current Agency average of paying contractor invoices within 60 days of the billing date to 20 days.
- The feasibility of prefacing new Agency regulations with a clear, concise paragraph capturing the essence of each regulation.

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Deputy Executive Secretary

cc: DDCI

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